



Greenfield Engineering & Planning

10 South State Street
Greenfield, IN 46140
Phone: (317) 477-4320
Fax: (317) 477-4321

December 9, 2025

Board of Public Works and Safety
10 S. State Street
Greenfield, IN 46140

Re: Amendment No. 1 to Broadway Street Over Potts Ditch Small Structure Replacement
USI Engineers, Inc.

Dear Members,

The referenced project was originally approved by the Board on May 24, 2022. The project involved designing a replacement for the 19-foot 11-inch structure crossing Potts Ditch, located just north of the Greenfield High School entrance and south of W. Boyd Avenue. Although the structure appears to function as a bridge, it does not meet the minimum 20-foot length required to be classified as such. Design efforts for the replacement were halted prior to 2024.

Under the 2022 agreement, the not-to-exceed contract amount was \$104,800. USI Consultants has performed \$42,088 in work to date, leaving \$62,712 unspent and unencumbered from previous years.

A few months ago, staff observed that the structure is now in urgent need of attention. Discussions with USI Consultants identified a potential, more economical solution to address the issue. However, this concept must first be vetted by IDNR to ensure that Potts Ditch hydraulics are maintained. The hydraulic justification effort required for IDNR review will cost \$27,200. If successful, this approach could result in a significantly more economical solution than originally anticipated (cost savings not yet quantified). If IDNR does not approve this approach, the remaining work under the original agreement will need to be completed to design a full replacement of the structure.

Accordingly, Supplement No. 1 would increase the original contract amount of \$104,800 by \$27,200. The Engineering Department is prepared to encumber the \$27,200 using unspent 2025 funds. Should the IDNR review not be successful, the Stormwater Utility is prepared to fund the remaining \$62,712 under the original agreement. In any case, the Stormwater Utility will need to identify funding for the ultimate solution.

Recommended Motion: Approve Supplement Agreement No. 1 to the *Broadway Street over Potts Ditch Small Structure Replacement* agreement with USI Consultants in the amount of \$27,200, bringing the total agreement to \$132,000.

A handwritten signature in black ink, appearing to read "Glen E. Morrow".

Glen E. Morrow, PE
City Engineer

~ SUPPLEMENTAL AGREEMENT NO. 1 ~

This Supplemental Agreement is made and entered into on _____, 2025 by and between **USI CONSULTANTS, INC.** and **CITY OF GREENFIELD**, by and through its **BOARD OF PUBLIC WORKS AND SAFETY** (hereinafter referred to as the **LOCAL PUBLIC AGENCY** or **LPA** or **OWNER**). WHEREAS, **USI CONSULTANTS, INC.** (hereinafter referred to as **CONSULTANT**) has been selected to provide professional engineering services to the **LOCAL PUBLIC AGENCY**, for the project hereinafter described:

BROADWAY STREET OVER POTTS DITCH SMALL STRUCTURE REPLACEMENT

W I T N E S S E T H

WHEREAS, on May 24, 2022, the **DESIGN CONSULTANT** and the **LOCAL PUBLIC AGENCY** did enter into an Agreement for the above referenced project and

WHEREAS, the **LOCAL PUBLIC AGENCY** desires the **CONSULTANT** to perform additional hydraulic analysis of the existing structure and evaluate proposal structure sizes; and

WHEREAS, performing additional hydraulic analysis of the existing structure and evaluating the proposal structure sizes was not included in the original scope of services; and

WHEREAS, in order to provide for completion of the services, it is necessary to amend and supplement the Contract dated Tuesday, May 24, 2022.

WHEREAS, in order to provide for completion of the services, it is necessary to amend and supplement the Contract in the amount of \$27,200.00.

NOW, THEREFORE, it is agreed by and between the parties that the following Sections are amended as follows:

1. ATTACHMENT A - "SERVICES BY CONSULTANT" is amended to add the following:

Environmental Permitting and Hydraulic Analysis

The **CONSULTANT** shall initially pursue an Indiana Department of Natural Resources (IDNR) Non-Modeling Construction in a Floodway (CIF) approach. This approach requires that the new structure, assumed to be a three-sided precast structure, must provide a greater waterway opening than the existing structure (including consideration for wildlife passage), maintain or raise the low chord elevation, and avoid introducing new flow obstructions such as guardrails or raised approaches. If IDNR rejects the non-modeling approach, the **CONSULTANT** shall conduct a comprehensive hydraulic analysis using HEC-RAS or HY-8 to compute water surface profiles at various discharges and evaluate the existing and proposed conditions of the bridge crossing per IDNR requirements. The **CONSULTANT** shall prepare detailed reports following IDNR guidelines, summarizing key parameters and findings.

Additional Meetings

If requested by the LOCAL PUBLIC AGENCY (i.e. attend IDNR permitting meeting, present the hydraulic analysis findings to the LPA, etc), the CONSULTANT shall prepare for and attend meeting and develop meeting minutes.

2. **ATTACHMENT G** first paragraph is removed and replaced to read as follows:

The ENGINEER shall receive compensation for such professional services under Attachment “A” of this Agreement in the amount of a total fee not-to-exceed **\$132,000.00** (~~\$104,800.00 original agreement~~ plus \$27,200.00 for this Supplement No. 1), unless an amendment to this Agreement is executed by the parties that increases the maximum amount payable.

3. **ATTACHMENT G** Fee schedule is amended to add the following:

I. IDNR CIF Permit Application Assistance	\$ 8,000.00
J. Hydraulic Model for IDNR CIF Permit (if needed)(CD)	\$ 7,200.00
K. Project Management for IDNR CIF Permit/Hydraulics	\$ 2,000.00
L. Meeting Attendance	\$ 10,000.00 hourly NTE

4. Except as herein modified, changed and supplemented, all terms of the original contract dated Tuesday, May 24, 2022 shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement No. 1.

DESIGN CONSULTANT

USI CONSULTANTS, INC.


LOCAL PUBLIC AGENCY

CITY OF GREENFIELD

BOARD OF PUBLIC WORKS AND SAFETY

BY: 
Michael J. Obergfell, PE - President

By: _____
Guy Titus, Mayor

BY: 
Paul R. Aikins, PE, PS, - Vice President

By: _____
Katherine Locke

DATE: November 19, 2025

By: _____
Brent Robertson

By: _____
Glenna Shelby

By: _____
Larry Breese

Date: _____